

Job Description  
*Missouri State Highway Patrol*

Class Title: Account Clerk III - Generic

Title Code: V00813

Effective Date: 01/01/88

Date Reviewed:

Date Revised: 12/27/04

**Immediate Supervisor:**

**Position Supervised:** None

**FLSA Classification:** Non-exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this class performs a variety of moderately complex bookkeeping tasks and related clerical work in preparing, recording, and examining financial records. Duties may also include training lower level account clerks and serving as a lead worker as the assignment demands. Work is performed under general supervision by a designated superior; however, the employee is expected to exercise independent judgment and discretion within the limits of established procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Processes payments related to purchase transactions in accordance with standardized procedures; maintains and updates purchase order files, transaction records and other related files, records and documents.

Types various reports, forms and correspondence; compiles statistical information as required.

Verifies and enters financial transactions into the computer via the video terminal; verifies computer documentation of payments for accuracy.

Examines, processes and/or audits various invoices, reports and documents for mathematical accuracy, completeness, and procedural correctness.

Prepares purchase orders; receives and registers checks; classifies invoices, posts data in ledgers.

Distributes vendor checks, civilian uniform employee expense checks to proper sources.

Maintains and assigns state and patrol vendor numbers; verifies, types and distributes local and routine purchase orders.

Prepares patrol car assignments; approves and initiates the payment of automobile-related expense bills from each troop headquarters and general headquarters.

Enters necessary information from procurement documents and payments into the computer via the video terminal.

Maintains training certification records; issues invoices and receives payments for services rendered; conducts telephone bid process for purchasing.

Performs other duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of bookkeeping principles and practices.

Working knowledge of office methods and procedures.

Ability to learn assigned clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office machines.

Ability to exercise judgment and discretion.

Possess the skill to operate a calculator with a high degree of accuracy.

Ability to type 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least two years experience as an Account Clerk II or comparable experience.

